

# DUTY STATEMENT

ORGANIZATION (DIVISION/REGION/BOARD) Region 8 – Santa Ana Region	UNIT 180 – Santa Ana	POSITION # 880-180-3846-XXX	DATE
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NAME OF EMPLOYEE (IF APPLICABLE)

CURRENT CLASSIFICATION Water Resources Control Engineer	PROPOSED CLASSIFICATION (IF APPLICABLE)
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NAME OF SUPERVISOR  
Ken Williams

CURRENT CLASSIFICATION OF SUPERVISOR Senior Engineering Geologist	REVIEWED AND APPROVED BY SIGNATURE
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SUPERVISION EXERCISED (IF APPLICABLE)

1. DIRECTLY SUPERVISED		2. INDIRECTLY SUPERVISED	
NO. OF EMPLOYEES	CLASS TITLE	NO. OF EMPLOYEES	CLASS TITLE
		0	

DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.

% OF TIME	DUTIES
	<p>The Water Boards value diversity, equity, and inclusion throughout the organization. We foster an environment where employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees is essential to inspiring innovative solutions. Together we further our mission to preserve, enhance, and restore the quality of California’s water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations. Join the Water Boards to improve the lives of all Californians.</p> <p>Under the close supervision of a Senior Engineering Geologist, and consistent with good customer service practices and the goals of the State and Regional Board’s Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:</p>
40%	<p>Perform water quality protection work, consisting of review of technical reports/workplans pertaining to sites where discharges of per- and polyfluoro alkyl substances, or “PFAS” and other contaminants have occurred. This will include interpreting complex subsurface situations, site-specific chemical and engineering information and analytical details, such as types and toxicity of contaminants present, groundwater monitoring well design, siting and installation, remedial technologies’ selection and evaluation of the effectiveness in their application. Respond to technical proposals for remedial activities. Review Waste Discharge Requirements and National Pollutant Discharge Elimination reports for compliance with the limit of Board-issued permits for the discharge of wastes.</p>
15%	<p>Meet with regulated Dischargers and Responsible Parties’ consultants and State Board staff to evaluate proposed technical solutions for soil and groundwater contaminant investigations and cleanups; prepare meeting summaries and maintain case files and records in the State’s online databases, such as GeoTracker and CIWQS.</p>

15%	Perform field activities, including inspections of landfills and contaminant release sites to evaluate remedial options and systems, and prepare field inspection reports. These inspections allow for the verification of contaminant investigations and the confirmation of contaminant remediation installations, which include cleanup projects that are State-funded.
10%	Provide timely and professional assistance in responding to public inquires; participate in program management support activities, and conduct file management tasks. These functions support the access to the documents we generate.
10%	Prepare and present complex technical reports, enforcement orders and studies to the Regional Board, other State agencies or Stakeholder groups for cases dealing with complex engineering projects and subsurface issues.
5%	Participate in appropriate specialized training courses and conferences as available. These courses and other training opportunities would further the incumbent's knowledge of the field of contaminant remediation.
5%	Other duties as required
<p>Employee Signature: _____ Date Signed: _____</p>	